App.F.IX-4] Y

WD2239.B490.

1926-

File No. 94-24

Serial Nos. 2-4.

(Gen G.M)

Previous References.

Gen 128-23-1
Gen 146-22-1
Gen 146-23-1
Gen 125-28-2
Gen 94-24-1

Later references.

Gen 94-24-Secl
" 2217-26-(1-5)
" G.M 52-28(14&15)
" 6228-28-(1-2)
" Rev 92-28-(1-2)
" Gm 35-41
" G.M 35-41 (14)
" 51-43 Sl-1
" 51-43-11-14
" 38-46 Sl 1

Gm 146-24 Sl 1&2
" 45-40 " 2
" 45-40 " 3.
G.M 62-40 Sl 8-9
" 88-46 Sl 1

P. 2

GENERAL & REVENUE SECRETARIAT

Serial Nos. ~~Four(4)~~ Three

Part B for Sept 1928

SUBJECT

Introduction of Vernacular form of correspondence in offices subordinate to the Deputy Commissioners.

Sd/ To the Secretaries to Govt
The Revenue Commissioner in Mysore
The Deputy Commissioners of Districts.
The other Heads of Depts

G.O.No 8/1343-97/- B 28/8/1928

Directs the introduction of Vernacular form of correspondence in offices subordinate to the Deputy Commissioners. —

Lr 1000
D 28/9/28

G. R. S. 59]

GPB—15,000—22-7-14

GENERAL AND REVENUE SECRETARIAT.

1914-15

(A+2)

File No. 1 of 14

Serial Nos. 5 + 8

Papers Filed.

Month Oct^r 1914

SUBJECT.

Supply of stationery articles to District Superintendents A. E. + I.

PREVIOUS REFERENCES.	LATER REFERENCES.

C. 412
9 24-25

Introduction of Vernacular form of correspondence in Offices subordinate to the Deputy Commissioner.

DEWAN'S OFFICE,
BANGALORE
6. APR. 1925
No. 1476

Submitted to Dewan.

One of the measures suggested for simplifying work in the District and Subordinate Revenue Offices is the larger use of Vernacular form of correspondence between the said offices. This arrangement will also satisfy the legitimate desire of the Mysore public, expressed both in the Representative Assembly and in the Legislative Council and be in accordance with the policy of Government as expressed in their reply to the representation. Already a beginning has been made in the Education Department and Government have directed in G.O. No.E.5076/Edn. 146-24-2 dated 16th February 1925, that the ~~Upper~~ Lower Inspectorate should conduct correspondence in Kannada. The scheme is more easily adaptable to subordinate Revenue Offices.

2. In the past, the medium of correspondence between the District Office and the subordinate offices was largely in Kannada and the English mode of correspondence was, I believe, confined to D.O. letters, special communications and reports. Instructions to the Taluk Offices in accordance with orders received from the superior officers were conveyed in Kannada Hukums. In recent years, as knowledge of English has spread, correspondence in that language is gradually supplanting Kannada and the system has invaded the Sheikdar's Office also. I noticed in a Sheikdar's dafter, a number of English orders received from the District and Sub Division Offices, sent to him for needful action by the Taluk Amildar. The advent of the ty-

as a labour-saving machine is to a large extent responsible for the present practice of transmitting in toto, typed copies of the orders received from the higher office to the lower office. This mechanical transmission has got serious draw-backs. As the standard of literacy in English is very poor among the lower subordinates of the Rev. Department, there is the risk of the English orders and communications not being properly understood by many a taluk official, with his imperfect knowledge of the English language. If the present system has to continue, the Taluk Offices, too will have to be manned by people possessing a good knowledge of English. And as a corrolary, the pay and prospects of the staff will have to be materially improved to keep them contented. In fact, this aspect of the case has been adverted to by the Revenue Commissioner in the Land Revenue Administration Report for 1923-24, who has quoted the opinion of the Deputy Commissioner, Tumkur District, that the improvement of work in the Taluk Office is possible only by employing English knowing hands. But to recognise this will vitiate the policy of introducing kannada correspondence in the offices in the State and multiply work in Taluk Offices.

3. Again, an impression is gaining ground that all communications on important and special subjects had better be in English, as Officers opening tappals confine their attention to English correspondence only. The public are also responsible for the currency of the impression, in that they prefer to present their petitions in English language to secure a fair chance of its being read personally by the Officers to whom they are addressed. The old Sulavani system which, with all its drawbacks, facilitated quick disposal, has been replaced by elaborate noting on Vernacular records and the inevitable tendency has been to

issue orders in English even in Vernacular records. The bulk of the correspondence between the District and subordinate Revenue Offices originates in Kannada and there can be no doubt that work will, to a large extent, be simplified and disposal expedited in the District and Subordinate Offices, if the presiding officers make up their mind to handle Vernacular Records connected with a case, without insisting on the preparation of elaborate notes. With the greater use of Kannada in Offices, the responsible officials will think and write in that language, the duplication of work involved in the preparation of drafts in all ordinary and routine cases will be avoided and the recording work minimised. The loss of Vernacular Records, reports of the occurrence of which have rather been made frequently of late should be guarded against, as far as possible, and the Current Registers which replace the old "From and To" Registers under the new arrangement introduced into the Taluks also should be accurately and intelligently written up. These registers may be maintained in Kannada as in the Survey Department. During my study of the records and registers in the Bangalore District and Taluk Offices, I have kept this matter in view and I have discussed it with the Deputy Commissioner Mr. Venkoba Rao.

4) To bring about the desired end, the following suggestions are offered:-

(1) The Standing Orders regarding the opening of tappal both English and Kannada by the presiding officers themselves, when they are at Head-quarters should be strictly observed.

(2) All reports from the Taluk Offices including Amildar's diary should as far as possible be in Kannada.

(3) The D. C. & B. and other returns to be sent by the Taluk Office should be printed in Kannada.

(4) The correspondence between the Sheikdars and the Amildars should invariably be in Kannada.

(5) Correspondence and registering including the preparation of returns should be in Kannada in Taluk Offices, except in the following cases in which English may be used:-

Administration Reports, (Annual), Judicial decisions, Reports and Returns required by specific orders to be submitted in English e.g., Financial returns.

(6) In Sub Division Office. - All correspondence with Taluk Offices to be in Kannada, except in the following cases:-

Reviews on reports and returns, copies of which have to be sent to higher offices, correspondence by means of sending copies of communications sent to higher officers, Jamabandy and Administration Reports and Judicial decisions.

Correspondence ~~existing~~ with District Office to be in Kannada, in cases originating in the Taluk in Kannada.

(7) District Office. - Correspondence with subordinate Revenue Offices to be in Kannada as far as possible. Reviews on reports and returns, copies of which have to be sent to higher offices may be in English as at present.

(8) Registering work in the Sub Division and District Offices to be in English as heretofore.

5) It is not possible to exhaustively define the classes of cases in which Kannada or English should be used as the medium of correspondence and much should be left to the Head of the Office to adjust the work in accordance with the

declared

declared policy so as to economise work and labour.

Bangalore,
6th April 1925.

Inspector of Office Systems
&
Officer in charge of Revenue Audit.

(For Disposal at a Meeting)

No. C. 412

of 1924-25

GENERAL AND REVENUE SECRETARIAT.

Council Matter.

SUBJECT.

(Clause xxvii of the Schedule)

Proposals regarding introduction of Vernacular correspondence in certain Offices.

CIRCULATED TO THE MEMBERS OF COUNCIL.

By Order,

Ramaswamy

14th April 1925.

Orig. *Chief Secretary to Government.*

Extraordinary Member of Council.

315/14.4

First Member of Council.

21/4

8509/21.4

Second Member of Council.

22/4/25

Extra Member of Council.

SUBJECT:- 2

4) Proposals re: introduction of vernacular correspondence in certain offices.

OPINION OF THE COUNCIL.

5) May be sent to the Rev Comm for opinion, after consulting the Dy Comm's.

hm
26/5/25

6) Draft letter by the R.C Secretary
hm
29/5/25

7) Issued
J.M. 29/5/25

Gen. 392-24

2) To The Revenue Commissioner
G 9267 of 2.6.25.

For the note of the Inspector of Office Systems re: the introduction of vernacular correspondence and requests his opinion after consultation with the Dy Comm's.

General and Revenue Secretariat. | Gen File No. 94 of 1924

Serial No 3

From

The Revenue Commissioner in Mysore Letter No. C. 3767/24-25 dated 20th July 1925 States that the subject referred to above was discussed at the meeting of Deputy Commissioners and they were in general agreement with the proposals and recommends that the suggestions may be adopted and that appropriate Govt. orders on which taluk and subordinate officers have to take action should be translated into Kannada.

8) Subd: for orders with reference to the opinion of the Council on page 7 para 5

JR Bal 25/7. (Clerks)

25/7

9) If there is general agreement, a draft G.O. may be put up for consideration.

28/7/25

28/7

10 A draft G.O. is subd: for consideration.

JR Bal 29/7 (Clerks)

Dewan. 11) 1/8/25

CD 16

9-8-25

Dewan 6/8

17/8

18

DEWAN'S OFFICE. RECD. 0.. 10 AUG. 1925 Reg. No. 1903

NOTE—Contn. Sheet

Serial No

Subd:

12) The opinion of the Revs. Commr. was called for at the instance of the Council resolution dated 28th May 1925. It is for orders whether the opinion received from R.C. should be put to Council again.

SR Secy. 13) Orders
18/8. This may perhaps be treated as Council matter
Secy
Orders)

14) May be issued to S.J. in pursuance of the decision of G.C.
21.8.

15) Issued
Secy
Secy

4 To The Secretaries to Govt.
" Rev. Commr. in Mysore
" D.C's of Dts.
" Other Heads of Depts
G. 1343-97 dt 28.8.25

Directs that the suggestions of the Inspector of office Systems be given effect to &c

NOTE—Contn. Sheet

368

(10)

General and Revenue Secretariat

[App. F. III—2

File No. 94 of 1925.

Serial No

16) D.S.N. submitted as directed in para 15 Supra

4/9

9/9

Dewan 4/11

DEW[illegible]
REGD. ON 9 SEP. 1925
Reg. No. 2241.

NOTE—Contn. Sheet

Submitted to His Highness.

Pages 2 to 6 of office Note

In his note dated the 6th April 1925, the Inspector of Office Systems submitted certain suggestions for the introduction of the vernacular form of correspondence in offices subordinate to the Deputy Commissioner as being one of the measures for simplifying work in the District and subordinate Revenue Offices.

Page 7 of office Note

V

The matter was considered in Council on the 28th May 1925 with reference to the policy of Government declared in the [redacted] meeting of the Legislative Council on this subject and it was resolved that the note may be sent to the Revenue Commissioner for furnishing his opinion after consulting the Deputy Commissioners. The Revenue Commissioner stated that the question was discussed at the meeting of Deputy Commissioners at Mysore on the 4th June 1925; that the Deputy Commissioners were in general agreement with the proposals of the Inspector of Office Systems and that the suggestions of that Officer might be adopted and added that important Government Orders on which Taluk and subordinate Officers have to take action should be translated into Kannada and issued to them.

U

I agreed with the views of the Revenue Commissioner and a Government Order has issued directing that the suggestions of the Inspector of Office Systems be given effect to. (Vide Government Order No. G.1343-97/G.M.194-24-4 dated 28th August 1925).

I submit these papers for the gracious perusal of His Highness.

Bangalore,
11th Septr. 1925.

1 SEP 1925

CSR

Record of Cases submitted for the Orders of His Highness the Maharaja

Subject

Introduction of the vernacular form of correspondence in offices subordinate to the Deputy Commissioners.

173

Order.

~~KRM~~

15/9/25

(13)

To

C. S. Balasundaram Iyer, Esq., B.A
Revenue Commissioner in Mysore

G 9267/Ed/13 2.6.25
Gen. 94-24-25.

Sir,

I am directed to forward herewith a Note dated 6th April 1925 from the Inspector of Office Systems in Mysore, on the subject of the introduction of Vernacular correspondence in offices subordinate to the Deputy Commissioners and to request that you will be so good as to favour Government with your opinion on the suggestions contained therein, after consulting the Deputy Commissioners of Districts.

I have, etc.,

hm
29.5.25

Chief Secretary to Govt.

03737

C. 3767/24-25

Gm 358 (14

Office of the Revenue Commissioner in Mysore.

Dated, Bangalore 15th July 1925.

20

GENL. & REV. SECTT. G.M. 21 JUL 1925 G.D. SECTION.

From

C. S. Balasundaram Iyer Esq. B.A.,

Revenue Commissioner in Mysore.

To

The Chief Secretary to the Government of

His Highness the Maharaja of Mysore,

Bangalore.

Sir,

Adverting to your letter No.G. 9267/G.M.94-24-2 dated the 2nd June 1925, forwarding for opinion a note dated 6th April 1925 from the Inspector of Office Systems in Mysore on the subject of the introduction of Vernacular correspondence in Offices subordinate to the Deputy Commissioners, I have the honour to state that the subject was discussed at the meeting of Deputy Commissioners convened by me on 4th June 1925 at Mysore and the Deputy Commissioners were in general agreement with the proposals of the Inspector of Office Systems. A copy of the Proceedings of the meeting has been forwarded for the information of Government with my letter No.C. 35/25-26 dated 2nd July 1925 to the Revenue Secretary and an exceppt relating to the subject is herein enclosed for ready reference. The suggestions of Mr. Srinivasa Iyengar are in my opinion practicable and may be adopted. It is also necessary that important Government orders on which taluk and subordinate officers have to take action should be translated into Kannada and issued to them.

I have the honour to be,

Sir,

Your most obedient servant,

12/7/25

Assistant Commissioner,
For Revenue Commissioner,
Absent from the station

C.R.

(15

Proceedings of the meeting of the Deputy Commissioners held under the presidency of the Revenue Commissioner at Mysore on 4th June 1925 at 1.30 P.M.

X X X X X X X

Subject No.5:- Kannada as medium of correspondence in District Sub Division and Taluk Offices:-

Summar of Discussion:-

The note date 6th April 1925 of the Inspector of Office Systems in the matter received with Chief Secretary's letter No.G.9267/G.M.94-24-2 dated 2nd June 1925 was read in the meeting and discussed. The Deputy Commissioners were in general agreement with the proposals of Mr. S. Srinivasa Iyengar Mr. A. V. Ramanathan suggested that Government Orders and circulars &c., sent to the subordinate offices should be in Kannada as the standard of knowledge of English in the subordinate offices especially in Taluk Offices, was poor.

" E X T R A C T"

For Revenue Commissioner.

TKN

G.R..S VI G 34]

SUBJECT

Diary No. of letter replied to..... .....

General and Revenue Secretariat

( )

, *the* 192

Date of issue 25/5/25

Signed by Mr. P.G.S.

Subd.

May this be

i Printed ?

ii treated as a standing order ?

iii published in the Gazette, English Part ?

iv translated ?

placed at the disposal of the press ?

vi published in the Gazette, Kannada Part ?

} Yes

MR 27/8.

MV 28/8

Section G. In

File No. 94-24

Serial No. 4

Proceedings of the Government of His Highness the Maharaja of Mysore.

Read—

Note dated the 6th April 1925 from the Inspector of Offices System in regard to the introduction of Vernacular form of correspondence in Offices subordinate to the Deputy Commissioners—

~~Order Thereon—No.~~

2) — Correspondence ending with letter No. C. 3767/24-25 dated the 15th/20th May 1925 from the Revenue Commr.

2

Above stating that the subject was discussed at the meeting of the Deputy Commissioners on the 4th June 1925 at Mysore and the Deputy Commissioners were in general agreement with the proposals of the Inspector of Office Systems and recommending that the suggestions may be adopted and that important Govt. orders on which Taluk and Subordinate offices have to take action should be translated into Kannada and issued to them

Order No 1343-97. 28.8.25

The suggestions of the Inspector of Office Systems in regard to the introduction of Vernacular form of correspondence in offices

List of enclosures.

Copied by

Examined by

WD 1883--GPB—1,000,00--21-12-21

G. R. S. G/33].

GENERAL AND REVENUE SECRETARIAT.

(*Continuation sheet draft form.*)

subordinate to the Deputy Commissioners are contained in paragraph 4 of his* note which is printed as an annexure to* the order

Govt: agree with the views of the ~~Director of the~~ Revenue Commissioner in Mysore and are ~~accordingly~~ pleased to direct that the suggestion of the Inspector of office Systems be given effect to and that all important Govt. orders on which Taluk and Subordinate Officers have to take action be translated into Kannada and issued to them.

W 768

Q. 8. 25.

Chief Secretary to Govt.

To the Secretaries to Govt.
" Rev. Commr: in Mysore
" D. C's of Dts:
" Other Heads of depts.

(Annexure) (Here print the note.)

* page 405 of Office rules.

WD 2230—GPB—1,00,000—23-7-20

Government of His Highness the Maharaja of Mysore.

GENERAL AND REVENUE DEPARTMENTS.

G. O. No. G. 1343-97—G. M. 94-24-4, dated 28th August 1925.

Vernacular form of Correspondence.

Directs the introduction of —— in offices subordinate to the Deputy Commissioner.

READ—

Note dated the 6th April 1925, from, the Inspector of Office Systems in regard to the introduction of Vernacular form of correspondence in offices subordinate to the Deputy Commissioner.

2. Correspondence ending with letter No. C. 3767—24-25, dated the 15th—20th July 1925, from the Revenue Commissioner in Mysore, stating that the subject was discussed at the meeting of the Deputy Commissioners on the 4th June 1925 at Mysore and the Deputy Commissioners were in general agreement with the proposals of the Inspector of Office Systems and recommending that the suggestions may be adopted and that important Government Orders on which Taluk and subordinate officers have to take action should be translated into Kannada and issued to them.

ORDER No. G. 1343-97—G. M. 94-24-4, DATED 28TH AUGUST 1925.

The suggestions of the Inspector of Office Systems in regard to the introduction of Vernacular form of correspondence in offices subordinate to the Deputy Commissioner are contained in paragraph 4 of his note which is printed as an annexure to this order.

2. Government agree with the views of the Revenue Commissioner in Mysore and are pleased to direct that the suggestions of the Inspector of Office Systems be given effect to and that all important Government Orders on which Taluk and subordinate officers have to take action be translated into Kannada and issued to them.

P. G. D'SOUZA,
Chief Secretary to Government.

To—The Secretaries to Government.
The Revenue Commissioner in Mysore.
The Deputy Commissioners of Districts.
The Other Heads of Departments.

Exd.—P. S. R. N.

§

4

No. G. 1343-97—.G M. 94-24-4, DATED 28TH AUGUST 1925.

Note dated 6th April 1925, from the Inspector of Office Systems re *introduction of Vernacular form of correspondence in Offices subordinate to the Deputy Commissioner.*

One of the measures suggested for simplifying work in the District and Subordinate Revenue Offices is the larger use of Vernacular form of correspondence between the said offices. This arrangement will also satisfy the legitimate desire of the Mysore public, expressed both in the Representative Assembly and in the Legislative Council and be in accordance with the policy of Government as expressed in their reply to the representation. Already a beginning has been made in the Education Department and Government have directed in Government Order No. E. 5076—Edn. 146-24-2, dated 16th February 1925, that the Lower Inspectorate should conduct correspondence in Kannada. The scheme is more easily adaptable to subordinate Revenue Offices.

2. In the past, the medium of correspondence between the District Office and the subordinate offices was largely in Kannada and the English mode of correspondence was, I believe, confined to D. O. letters, special communications and reports. Instructions to the Taluk Offices in accordance with orders received from the superior officers were conveyed in Kannada *Hukums*. In recent years, as knowledge of English has spread, correspondence in that language is gradually supplanting Kannada and the system has invaded the Sheikdar's Office also. I noticed in a Sheikdar's *dafter*, a number of English orders received from the District and Sub-Division Offices, sent to him for *needful action* by the Taluk Amildar. The advent of the typewriter as a labour-saving machine is to a large extent responsible for the present practice of transmitting in *toto*, typed copies of the orders received from the higher office to the lower office. This mechanical transmission has got serious draw-backs. As the standard of literacy in English is very poor among the lower subordinates of the Revenue Department, there is the risk of the English orders and communications not being properly understood by many a taluk official, with his imperfect knowledge of the English language. If the present system has to continue, the Taluk Offices, too will have to be manned by people possessing a good knowledge of English. And as a corrollary, the pay and prospects of the staff will have to be materially improved to keep them contented. In fact, this aspect of the case has been adverted to by the Revenue Commissioner in the Land Revenue Administration Report for 1923-24, who has quoted the opinion of the Deputy Commissioner, Tumkur District, that the improvement of work in the Taluk Office is possible only by employing English knowing hands. But to recognise this will vitiate the policy of introducing Kannada correspondence in the offices in the State and multiply work in Taluk Offices.

3. Again, an impression is gaining ground that all communications on important and special subjects had better be in English, as Officers opening tappals confine their attention to English correspondence only. The public are also responsible for the currency of the impression, in that they prefer to present their petitions in English language, to secure a fair chance of its being read *personally* by the Officers to whom they are addressed. The old *Sulavani* system which, with all its draw-backs, facilitated quick disposal, has been replaced by elaborate noting on Vernacular records and the inevitable tendency has been to issue orders in English even Vernacular records. The bulk of the correspondence between the District and Subordinate Revenue Offices originates in Kannada and there can be no doubt that work will, to a large extent, be simplified and disposal expedited in the District and Subordinate Offices, if the presiding officers make up their mind to handle Vernacular Records connected with a case, without insisting on the preparation of elaborate notes. With the greater use of Kannada in Offices, the responsible officials will think and write in that language, the duplication of work involved in the preparation of drafts in all ordinary and routine cases will be avoided and the recording work minimised. The loss of Vernacular Records, reports of the occurrence of which have rather been made frequently of late should be guarded against, as far as possible, and the Current Registers which replace the old " From and To " Registers under the new arrangement introduced into the Taluks also should be accurately and intelligently written up. These registers may be maintained in Kannada as in the Survey Department. During my study of the records and registers in the Bangalore District and Taluk Offices, I have kept this matter in view and I have discussed it with the Deputy Commissioner Mr. Venkoba Rao.

4. To bring about the desired end, the following suggestions are offered :—

(1) The Standing Orders regarding the opening of tappal both English and Kannada by the presiding officers themselves, when they are at Headquarters should be strictly observed.

(2) All reports from the Taluk Offices including Amildar's diary should as far as possible be in Kannada.

(3) The D. C. & B. and other returns to be sent by the Taluk Office should be printed in Kannada.

(4) The correspondence between the Sheikdars and the Amildars should invariably be in Kannada.

(5) Correspondence and registering including the preparation of returns should be in Kannada in Taluk Offices, except in the following cases in which English may be used :—

Administration Reports (Annual), Judicial decisions, Reprots and Returns required by specific orders to be submitted in English *e.g.*, Financial returns.

(6) *In Sub-Division Office.*—All correspondence with Taluk Offices to be in Kannada, except in the following cases :—

Reviews on reports and returns, copies of which have to be sent to higher offices, correspondence by means of sending copies of communications sent to higher officers, Jamabandy and Administration Reports, and Judicial decisions.

Correspondence with District Office to be in Kannada, in cases originating in the Taluk in Kannada.

(7) *District Office.*—Correspondence with subordinate Revenue Offices to be in Kannada as far as possible. Reviews on reports and returns, copies of which have to be sent to higher offices may be in English as at present.

(8) Registering work in the Sub-Division and District Offices to be in English as heretofore.

5. It is not possible to exhaustively define the classes of cases in which Kannada or English should be used as the medium of correspondence and much should be left to the Head of the Office to adjust the work in accordance with the declared policy so as to economise work and labour.

W D 402 GPB—545—2-9-25.